IF3.14

FACULTE SAINT-JEAN
8406 - 91E RUE
EDMONTON, ALBERTA T6C 4G9
TELEPHONE: 466-2196

THE UNIVERSITY OF ALBERTA
EDMONTON, CANADA

Annual Report of the Librarian

Submitted to the Library Committee

Faculty Saint-Jean

May, 1982

Prepared by Mrs. Muriel Lefebvre

I. INTRODUCTION

The library at the Faculté Saint-Jean has undergone much change this year. There has been major changes in personnel, major changes in record keeping, major changes in job descriptions, major changes in funding and major changes in the physical appearance of the library. The staff have been most supportive of these changes and their hard work is sincerely appreciated.

II. PERSONNEL

There was an exchange of librarians between the university library and the Faculté Saint-Jean library. Father Georges Durocher went to the university library and Mrs. Muriel Lefebvre was in charge of the library since February 1 and for a period of six months.

After being with the library at the Faculté for twelve and one-half years, Mrs Cécile Kropiniski resigned in December. Mme Hélène Lessard replaced Cécile as library technician in charge of cataloging. Mme Estelle Dubeau is still in charge of Ordering and Circulation. The student assistants worked in the evening 18h00 to 21h00 and Saturdays and Sundays 1300 to 16h00 looking

after circulation, shelving, filing and general maintenance. Three cataloguers have been hired on a part time basis to do back-log cataloging.

III. TECHNICAL SERVICES

All of the periodicals except for some selected religious periodicals have been brought up from the basement of the stack area to the first floor. An inventory has been completed and records are presently being entered in the new Seeley file. We have now finished cataloging all the periodicals.

These periodicals are also in the process of getting ready for the bindery. A requisition has been sent to the university for an estimate on binding not only for the current years periodicals but the majority of the back issues of the periodicals section.

The library now has new library order cards to send to the professors. These will be placed in an "outstanding" and "received" filing drawers. This will replace the looseleaf order book.

afier circulation, shelving, filing and general maintenance. Three cataloguers have been hired on a part time basis to do back-log cataloging.

III. TECHNICAL SERVICES

All of the periodicals except for some selected religious periodicals have been brought up from the basement of the stack area to the first floor. An inventory has been completed and records are presently being entered in the new Seeley file. We have now finished cataloging all the periodicals.

These periodicals are also in the process of getting ready for the bindery. A requisition has been sent to the university for an estimate on binding not only for the current years periodicals but the majority of the back issues of the periodicals section.

The library now has new library order cards to send to the professors. These will be placed in an "outstanding" and "received" filing drawers. This will replace the looseleaf order book.

The collection of "Les Lettres Classiques" has been organized and put in order ready for use by students and faculty.

All of the bibliographrical tools have been moved to the small room off the reading room. This will be the Bibliography Room. Staff and Professors will use it for consultation in collection development.

IV. CANADIAN GOVERNMENT PUBLICATIONS

Since April 1 the Faculté is a "selective depository library" for federal government publications in the French language. We now receive publications selected free of charge.

V. LIBRARY COOPERATION

The children's books which belonged to the one time Juniorat Saint-Jean were donated to the Ecole Plammondon, Ecole Juniorat de Bonnyville, Ecole Secondaire de Bonnyville and the Kehonee Indian Reserve. They were delighted to receive these books and thank the Faculté very much.

The main library gave us a Seeley Record for serials and a wooden newspaper rack.

Digitized by the Internet Archive
in 2025 with funding from
University of Alberta Library

https://archive.org/details/bsjraportannuel1982eng

VI. RARE BOOKS

The university special collections librarian, Mr. John Charles, is in the process of evaluating our collection. The rare children's books in French were retained by the library.

VII. PHYSICAL CHANGES

Carpeting has been laid in the stack area of the library along with a new paint job. But most important of all, the humidifier is now functioning well. It had been at "off" for a number of years and the collection is quite detoriated. The ventilating system was clogged up and it has been completely cleaned.

New furniture has been ordered for the library such as a dictionary stand, an atlas stand, a display stand, catalogue drawers, microfilm drawers.

VIII. MATCHING GRANTS

We received substantial gifts from the Ambassador of France, Alliance Française and Professor Myo Kapetanovitch. We are applying for matching grants to the provincial government. When

the library receives gifts the Faculté can ask for the same amount from the goverment.

IX. BUDGET

The library has received a very healthy increase in the budget. This will allow us to order books in all the disciplines and begin to establish a core collection.

X. CONCLUSION

In conclusion, I would like to thank Estelle Dubeau and Hélène Lessard from the library, Ed Aunger from the Library Committee and the Dean Mme Morcos for their support.